# Viewing the course schedule

## About the course schedule

- The Winter Session course schedule for the Vancouver campus is published in early May. For the Okanagan campus, it is published mid-May.
- The Summer Session course schedule for both campuses is published in February.
- You may see future academic years listed in Workday. However, the course schedule is published one year at a time and will not yet be available for future years.

## How to view the course schedule

#### First, go to your Academics app

- 1. Log into your Workday account at <u>myworkday.ubc.ca</u>.
- 2. Click the "Academics" tab in the "Your Top Apps" menu on the right side of the page.

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#### Next, find course sections

- 1. Click the "Registration & Courses" tab in the top menu.
- 2. On the "Registration" menu to the very right, click the "Find Course Sections" link.

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#### Select your Academic Term or Session

In the pop up menu, pick the term you want to find course sections for:

- 1. Click the "Start Date within" field.
- 2. If you are creating a saved schedule for the upcoming year, select 'Future Periods'.
  - a. Make sure you select the correct campus (i.e. UBC-V for the Vancouver campus, or UBC-O for the Okanagan campus).
- 3. For Winter registration, each Term must be selected individually.

- a. Select one or both of Winter Term 1 and/or Winter Term 2.
- b. Do not choose the option that combines Winter Term 1 and Winter Term 2 as it will not display any courses.

4.	For Summer	registration,	select the	Academic Session.
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#### Select your academic level

In the pop up menu, pick the academic level you are searching for:

- 1. Click the "Academic Level" field.
- 2. Select 'Undergraduate' or 'Graduate' from the list.
  - a. **Do not** select 'Academic Level Not Applicable'. This will result in an error.
- 3. Click the orange "OK" button to move on to the next step.

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# Filter your search results, view course details and drop and withdrawal dates

- 1. Use search filters on the left to narrow your results. You can filter by campus, course level, course subject, number of credits, delivery mode, and instructional format.
- 2. Click the box next to the filter you want to apply. Your search results will be automatically updated. Course section details and drop and withdrawal deadlines.
- 3. Click "Expand All" to view

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# Next steps

Explore the courses offered in the upcoming year.

When you find a course you want to take, prepare for course registration by <u>creating a saved schedule</u>.

If your registration is open, you can register for a section directly from the search results without adding it to a saved schedule.